OFFICE OF FINANCIAL MANAGEMENT

BUDGET AND ALLOTMENT SUPPORT SYSTEMS (BASS)

PERFORMANCE MEASURE TRACKING & ESTIMATING SYSTEM (PMTES)

TRACKING TUTORIAL

August 2001

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In this Tutorial

As part of the budget process, agencies are required to submit performance measure data. This tutorial is intended to help staff through the processes of estimating and tracking budget related performance measures.

Certain assumptions have been made in preparing this document:

✓ Budget Amounts were reported and released in the Budget Process (a separate tutorial).

This tutorial will walk you through the following steps for performance measure estimating and tracking:

- Establishing and revising the agency mission statement,
- Establishing and revising agency goals,
- Recording of new performance measures,
- Revision of performance measures,
- Recording biennial estimates for performance measures (part of the allotment process),
- Recording of actual performance measures,
- Available reports, and
- Releasing data to OFM.

Before you begin, the following reports may help you identify changes in performance measures:

➢ Agency's current Strategic Plan,
➢ Previous biennium's eighth-quarter Performance Progress Report,
➢ Agency B-11 report,
➢ Copies of decision packages approved by the Legislature, and
➢ Recommendation Summary for the enacted budget.

Lesson 1

Entering Mission, Goals, and Performance Measures

Lesson 1 – Step 1
Entering or Revising Agency Mission Statement

PMTES should have a current mission statement recorded. This step will show users how to view the current PMTES mission statement and update the mission statement to match the current agency strategic plan if necessary.

1. Select the **Reports** button in the top right hand corner of the Record Filter screen.

2. Select **Mission Statement** in the **Select a report to generate from those available below** combo box.

3. Select **All** for program and **All** for date adopted.

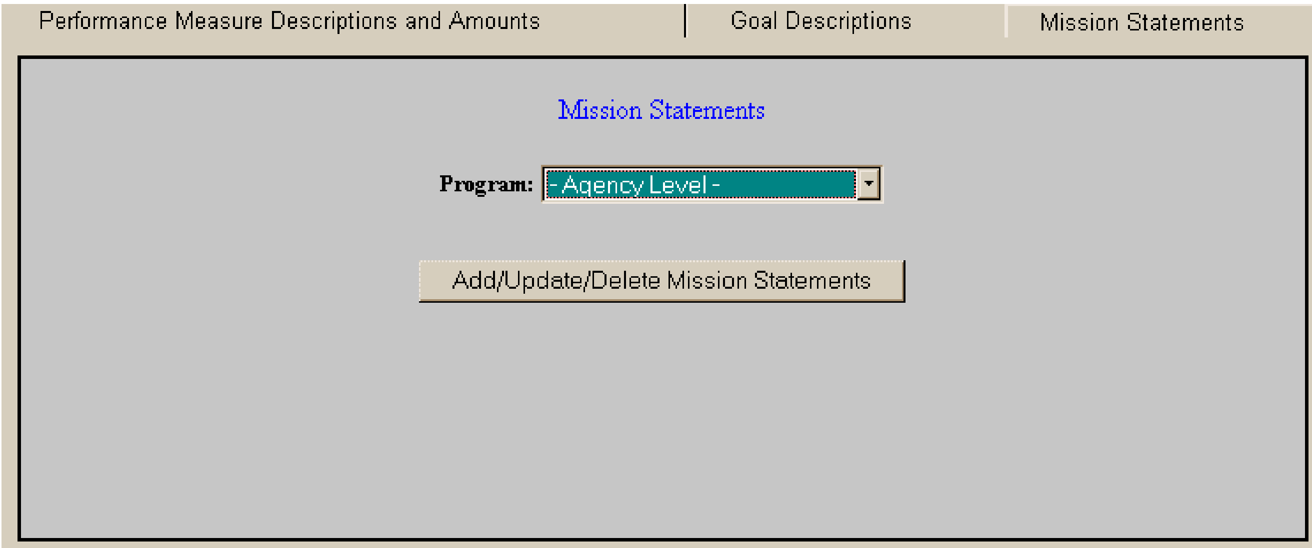
4. Click the **Generate Report** button.

   The resulting report will display all mission statements recorded for your agency. The most current mission (most recent date adopted) for each agency level and program are assumed to be current in the system. In many cases there will only be an agency level mission statement. This is okay.

   Verify the most recent mission statement for each agency level and program (if available) is current for your agency. If not current, proceed to the next steps for entering updated mission(s) for your agency. If it is current you can skip to section 1.2-Goals.

5. Select the **Record Filter** button from the top right-hand corner of your screen.

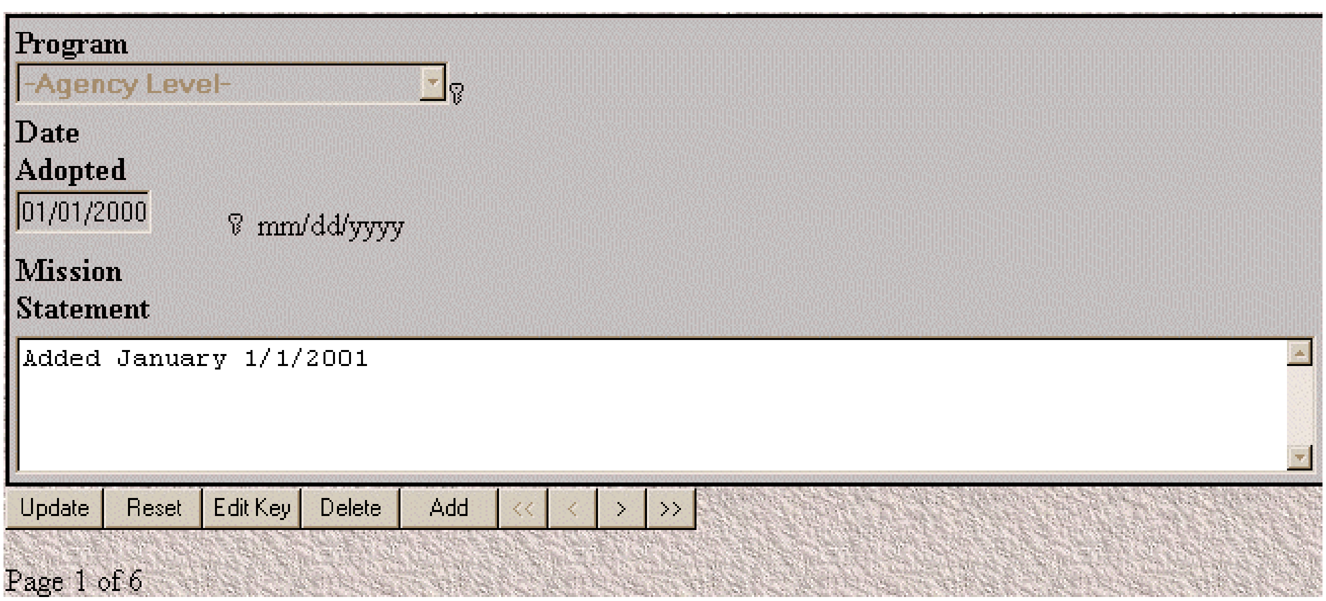
6. Select the **Mission Statement** tab.



7. Use the **Program** combo box to select **Agency Level** or the appropriate program for update.

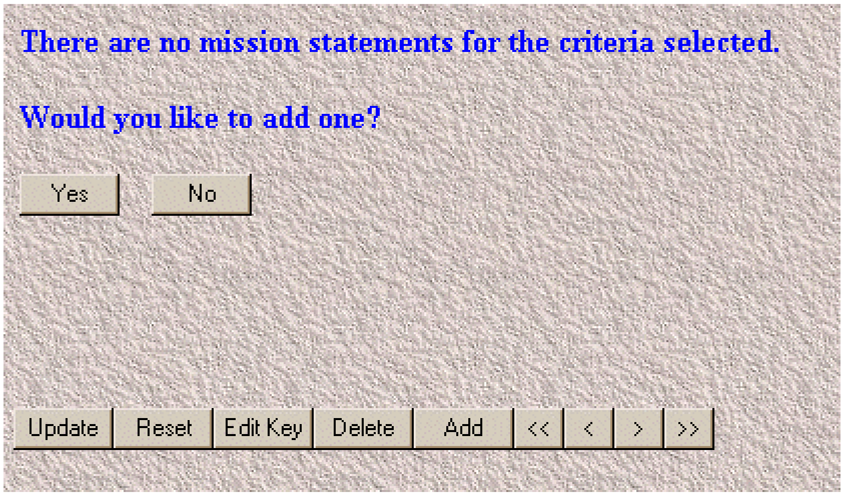
8. Click the **Add/Update/Delete Mission Statements** button.

9. If a Mission already exists for the selection, the Mission Statement description screen will load with the most recent mission meeting the selected criteria. *If no mission statement exists, skip to step 11*. Users cannot update a mission once it has been published. For this exercise we will assume the mission had been published in the previous biennium.

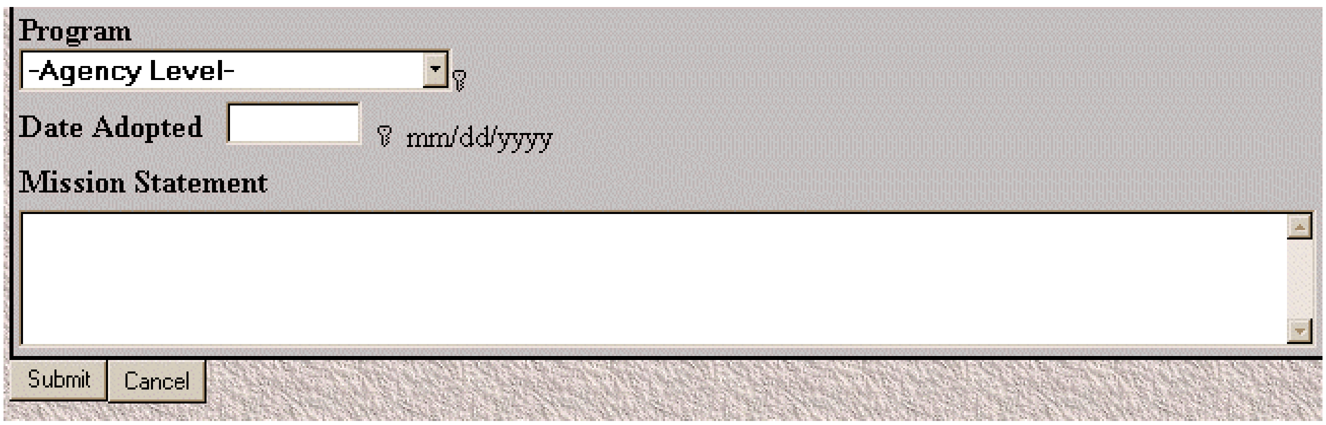


10. Click **Add** to get a new Mission Statement description screen. *Skip to step13*.

11. If a Mission does not already exist for the selection, the following screen will appear:



12. Click **Yes** to get to a new Mission Statement description screen.

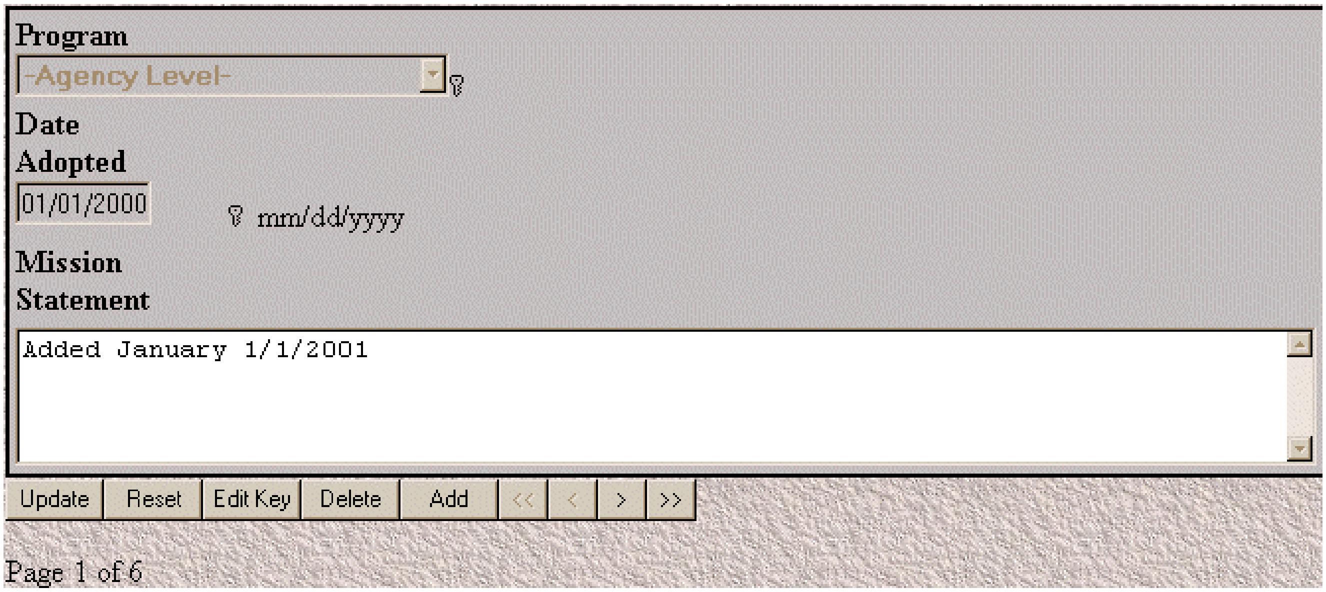


13. Use the **Program** combo box to select **Agency Level** or the appropriate program to add this mission to.

14. Enter the date the mission statement will be effective into the **Date Adopted** following the format presented next to the field. (Mm/dd/yyyy = 07/01/2003)

15. Enter your mission statement in the large field below **Mission Statement**. You can paste in a mission statement from another source (i.e., word processor) using <Ctrl-V> to paste or by using the right-mouse button and selecting **Paste** to paste any copied text.

16. Click the **Submit** button.



Once the Mission is added, it can be edited until it has been electronically released to OFM and published.

17. To edit, type your change in the text box.

18. Click the **Update** button to save changes.

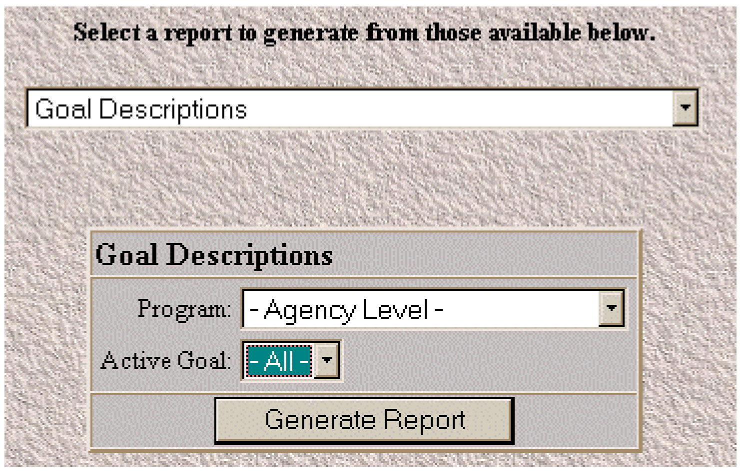
19. Click the **Record Filter** button in the top right-hand corner of your screen to return to the **Record Filter** screen for navigation.

Lesson 1 – Step 2
Entering or Revising Agency Goals

PMTES should have current goals recorded. This step will show users how to view the current PMTES goals and update to match the current agency strategic plan (if necessary).

1. Select the **Reports** button in the top right hand corner of the screen.

2. Select **Goal Descriptions** in the **Select a report to generate from those available below** combo box.



3. Select **All** for program and **All** for active goal.

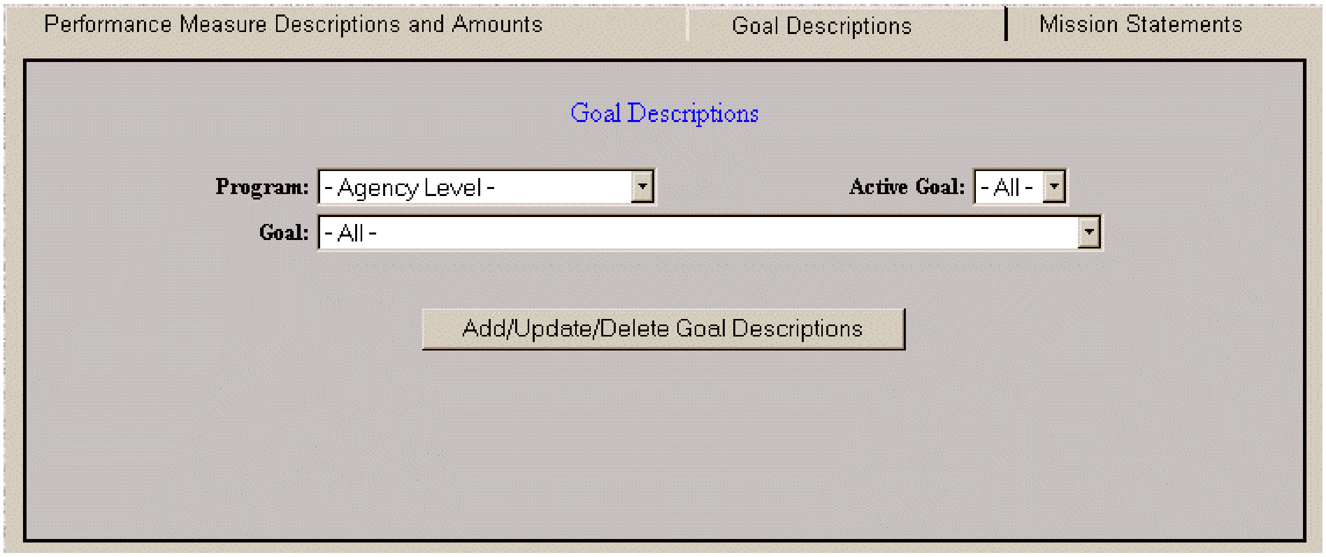
4. Click the **Generate Report** button.

   The resulting report will display all goals recorded for your agency. The report will indicate whether each goal is active or not, and the number of performance measures under each goal. Active goals are assumed to be current goals.

   Verify the active goals for each agency level and program (if available) for your agency and identify goals to be deleted, added, or changed. If everything is current you can skip to section 1.3-Performance Measures.

11. Select the **Record Filter** button from the top right-hand corner of your screen.

12. Select the **Goals** tab.

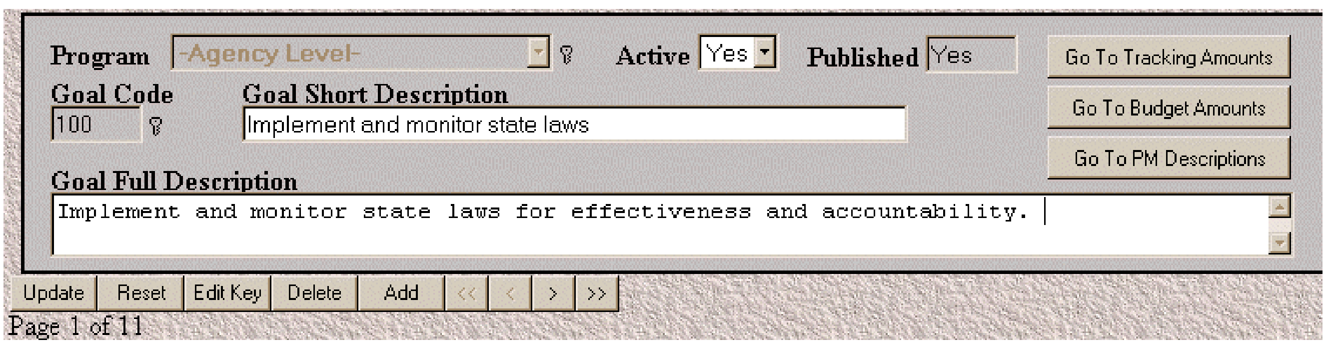


13. Use the **Program** combo box to select **Agency Level** or the appropriate program for update.

14. Select **All** for Active Goal and Goal.

15. Click the **Add/Update/Delete Goal Descriptions** button.

16. The Goal Description screen will appear with the first goal meeting the above selected criteria.



17. Use the > button to find the first goal that need to be deleted from current goals.

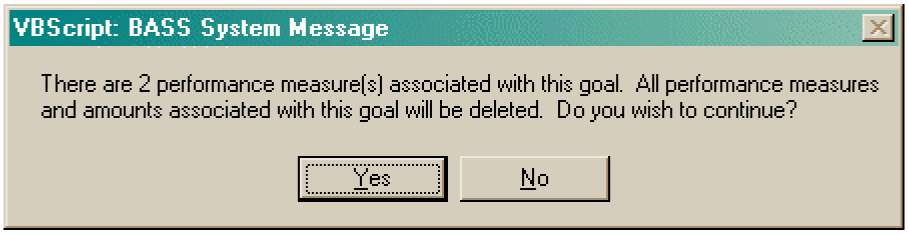
18. If the goal description indicates that the goal has been published by the **Published** "Yes" field, you cannot delete the goal, but you may mark it as not active.

19. Use the **Active** combo box and select **No** from the list.

20. Click the **Update** button to save this change.

21. Use the > button to find the next goal to be deleted from current goals.

22. Assuming this goal is marked as not published, click the **Delete** button at the bottom of the screen.



23. Click **Yes** to continue with delete. Note that the message box indicates associated performance measures will also be deleted. If you do not wish to delete the performance measures, click **No**. You can always mark the goal as **Not Active** instead of deleting it.

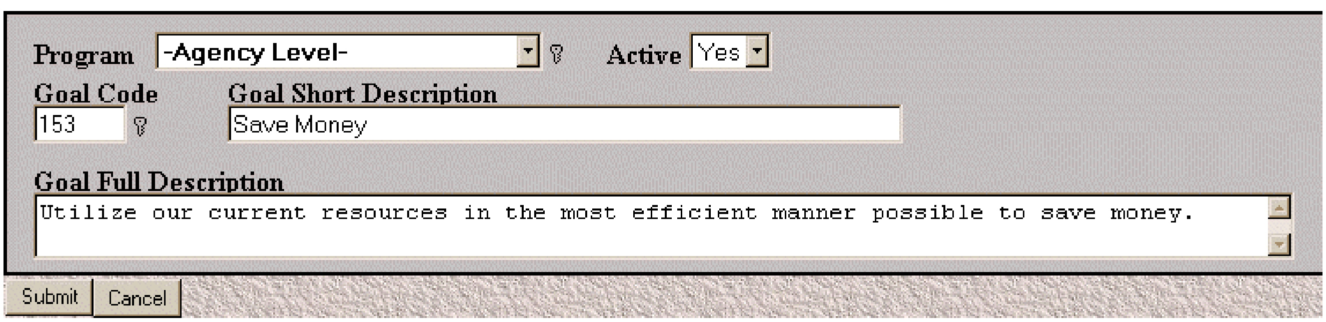
24. Use the > button to find the first goal where the description needs to be edited.

25. Is the Goal marked **Published** Yes? If so you will need to mark this goal **Active** "No" for not active and add a new goal.

26. If the goal is not marked **Published**, you may edit the description and attributes. If goal is not published, make necessary changes to the description. Otherwise skip to mark as not active and skip to step 28.

27. Click the **Update** button **to save changes.**

28. To add a new goal, click the **Add** button at the bottom of the screen.



29. Use the combo box for **Program** to select a specific program or Agency Level for this goal.

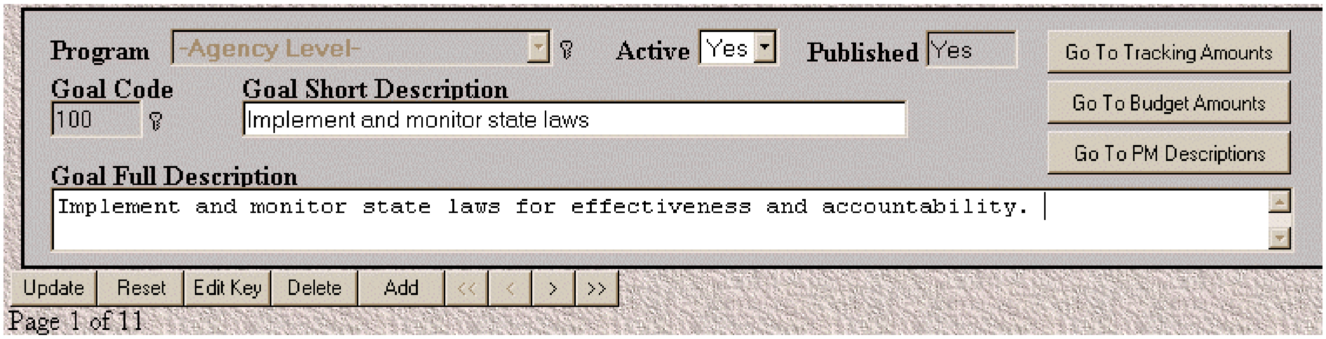
30. Use the combo box for **Active** to indicate whether the goal is currently active or not.

31. Insert a three-character unique code for the **Goal Code** and hit the tab key.

32. Enter a short description/title for the goal in **Goal Short Description** and hit the tab key.

33. Enter the full goal description in the **Goal Full Description** field and hit the tab key.

34. Click the **Submit** button to save the new goal.



35. Use the > button to scroll to a goal you wish to change. *To change an existing goal it is important to note that the* ***Published*** *flag must say "No". Otherwise you will need to mark as not active and add a new goal.*

36. If the goal has not been published you can update the white cells as needed.

37. When all changes are recorded click **Update** to save the changes.

38. When all edits are completed for goals, repeat steps 1 through 4 to run a new Goal Report and verify the changes.

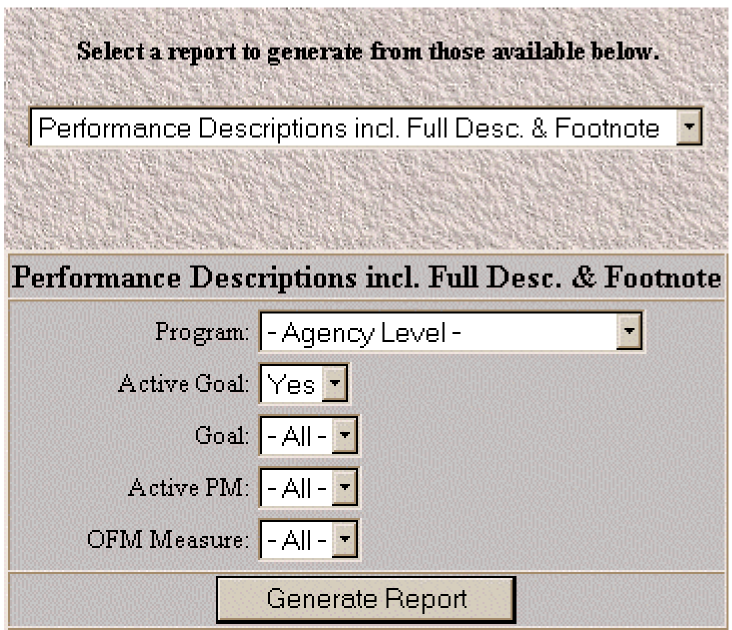
39. Return to the **Record Filter** when all goals are in line with the current agency strategic plan.

Lesson 1 – Step 3
Establishing and Copying Performance Measures

Before beginning to enter estimates for the next bienniums performance measures, you will need to ensure that all performance measures listed in your current agency's strategic plan are entered and accurate. The next two steps will help ensure that your performance measures are in line before beginning entering estimates.

1. Select the **Reports** button in the top right hand corner of the Record Filter screen.

2. Select **Performance Descriptions incl. Full Desc. & Footnote** in the **Select a report to generate from those available below** combo box.



3. Select the appropriate **Program** or Agency Level.

4. Set **Active Goal** to "Yes".

5. Set **Goal, Active PM,** and **OFM Measure** all to "All".

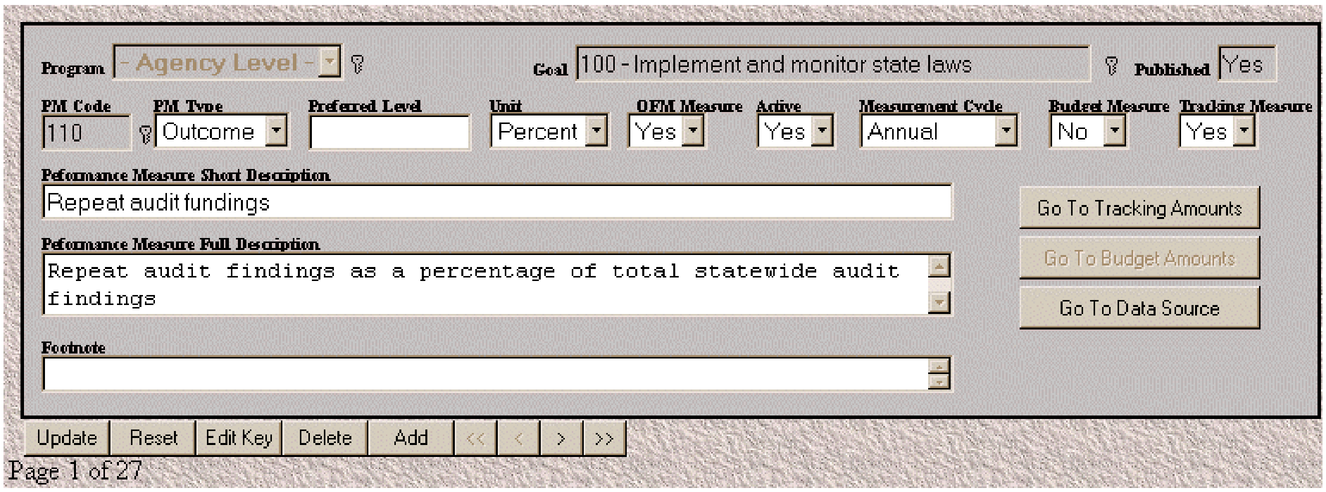
6. Click the **Generate Report** button.

   The resulting report will display all performance measures tied to active goals for your agency. The report will indicate whether each performance measure is active or not. Active performance measures are assumed to be current. If you do not find a performance measure you had expected to see, try re-running the report only this time select **Active Goal** "No". Your performance measure may be hiding there. You will then need to decide to mark the goal or copy it to a different active goal. The copy function is described starting with step 19.

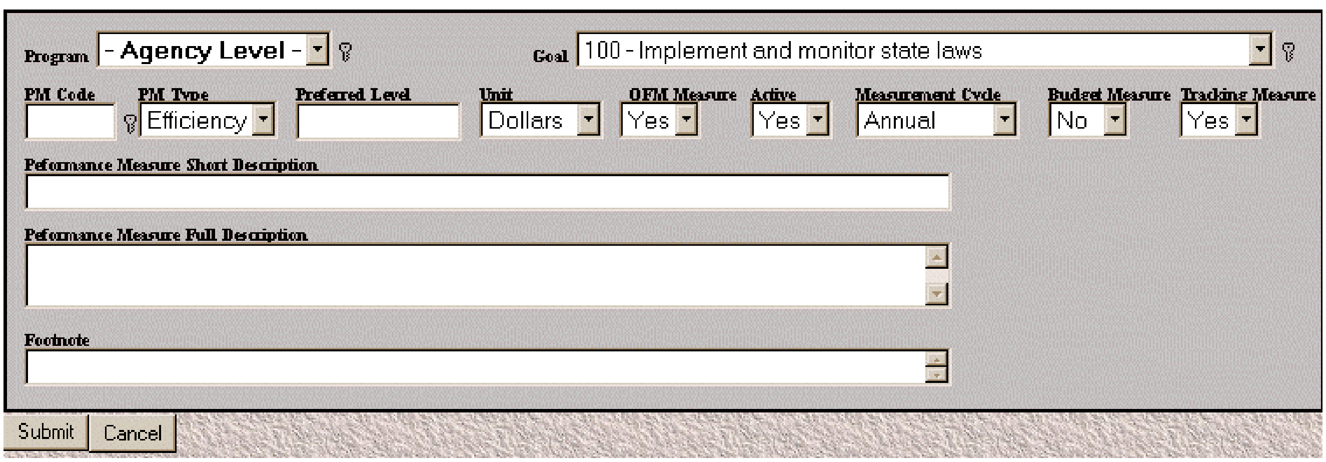
Verify the active performance measures for each agency level and program (if available) for your agency and identify measures to be deleted, added, copied, or changed. If everything is current you can skip to section 1.5-Performance Measure Tracking.

7. Select the **Record Filter** button from the top right-hand corner of your screen.

8. Select **Add/Update/Delete PM Descriptions**



9. Click the **Add** button at the bottom of this screen to record a new performance measure.



10. Use the **Program** combo box to select either Agency Level or a specific program for this performance measure. Note: You will need to use the same program level as the Goal that the measure is associated with.

11. Select the **Goal** from the combo box that the performance measure is associated with and hit the **tab** key.

12. Enter a unique three-code for this performance measure and hit the **tab** key.

13. Complete the following eight fields using the options as described here:

PM Type – Performance measure type refers to the type of measure: outcome, output, or efficiency. See the Budget Instructions for information on the use for each type of performance measure.

Preferred Level – A field for the user to record the preferred level for the performance measure.

Unit - A combo box for users to establish what type of unit this performance measure is measured in. Options include dollar, number, percent, and ratio.

OFM Measure – A flag to indicate whether the performance measure is tracked by OFM. This flag will determine if the measure is submitted to OFM for budget or tracking, as well as, if it should print on various reports. This flag must be set to YES for a measure to be released to OFM for either budget or tracking and for the measure to print on any report that was developed for submittal to OFM.

Active – A flag to indicate whether the performance measure is active. A measure that is marked as active is considered active for current biennium tracking and/or ensuing biennium budget. Once a measure is no longer used by an agency, this flag should be set to "No". This flag must be set to YES for a measure to be released to OFM for either budget or tracking and for the measure to print on reports.

Measurement Cycle – A combo box for users to indicate how often the performance measure is measured. Options include Annual, Biennial, Quarterly, or Semi Annual.

Budget Measure – A flag to indicate whether a measure is active for the ensuing biennium (budget biennium). This flag must be set to "Yes" for a measure to be accessed in the **Performance Measure Budget Amounts** screen, submitted to OFM for budget electronically, or printed on a B-11 report.

Tracking Measures - A flag to indicate whether a measure is active for the current biennium performance measure tracking. This flag must be set to "Yes" for the measure to appear on any Performance Progress reports.

14. Enter a short title-like description of the performance measure in the **Performance Measure Short Description** field and hit the **tab** key.

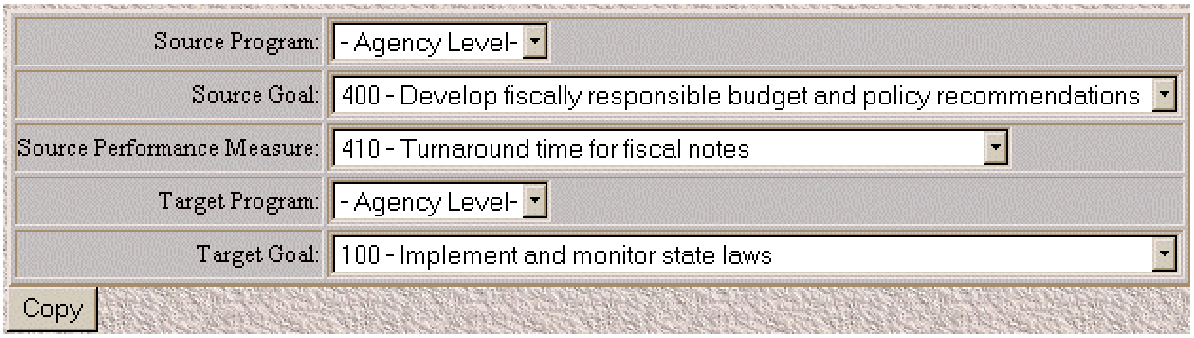
15. Enter a complete description of the performance measure in the **Performance Measure Full Description** field and hit the **tab** key.

16. If you desire a footnote regarding this performance measure on printed reports, enter the information in the **Footnote** field.

17. Click **Submit** to save changes.

18. Click the **Record Filter** button to return to the first screen.

19. If you need to copy a performance measure from one goal to another, click the **Copy PM** button. *Skip to **Revising Performance Measures** if this step is not needed.*



20. Use the **Source Program** combo box to select the appropriate level to find the original goal of the performance measure to be copied and hit the **tab** key.

21. Use the **Source Goal** combo box to select the original goal of the performance measure to be copied and hit the **tab** key.

22. Use the **Source Performance Measure** combo box to select the performance measure to be copied and hit the **tab** key.

23. Use the **Target Program** combo box to select the appropriate level to find the desired goal of the performance measure to be copied and hit the **tab** key.

24. Use the **Target Goal** combo box to select the goal to copy the performance measure to and hit the **tab** key.

25. Click **Copy.**

26. Click **Record Filter** to return to the first screen.

27. If you have performance measures that you need to edit the descriptive information for, click **Add/Update/Delete PM Descriptions**. *Skip to next lesson if you do not have performance measures descriptions that need editing.*

28. Use the > button to scroll to the first measure that requires changes.

29. If the measure has not previously been published, you can change the elements (described above in step 13) as required. *You will be required to set the performance measure as not active and copy the measure to a new code if it has previously been published. Follow steps 19 through 25.*

30. Click the **Update** button to save changes.

31. Repeat steps 1 through 6 to verify your performance measure descriptions are up to date and accurate.

32. Click **Record Filter** when complete.

Lesson 2

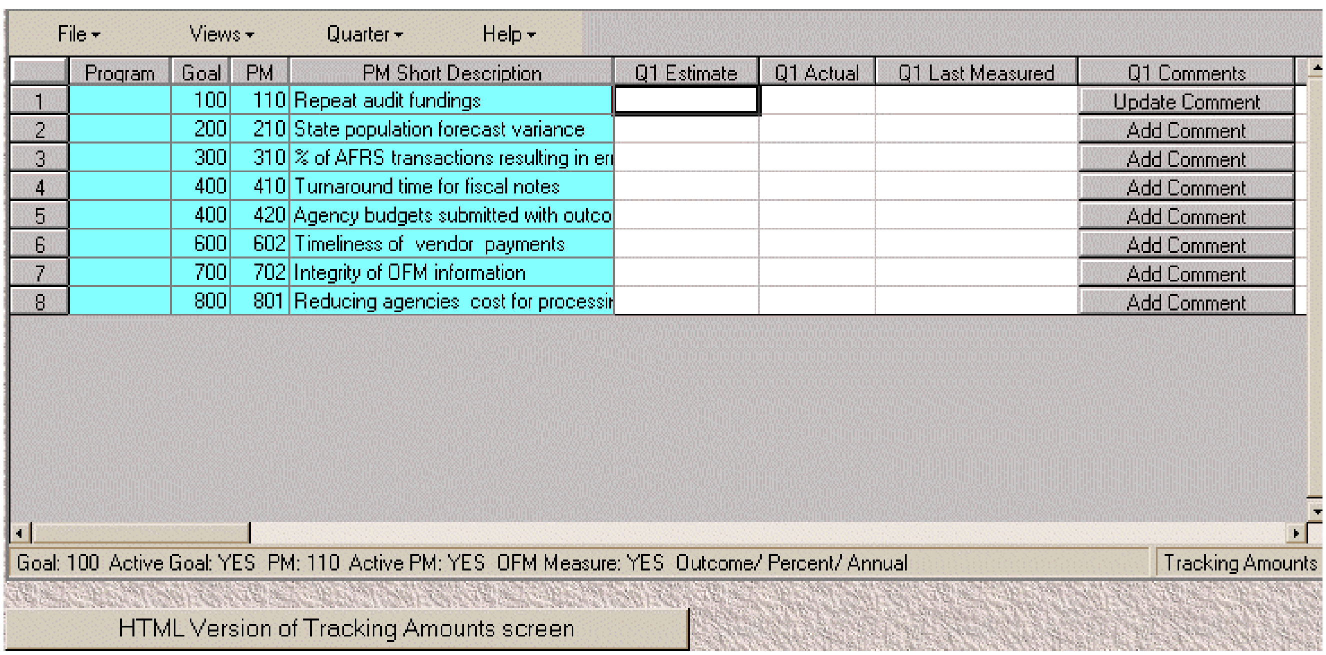
Estimates, Actuals, and Reporting

Lesson 2 – Step 1
Biennial Performance Measures Estimates

This step will walk users through entering performance measure estimates for the current biennium. OFM only requires a few measures to be submitted electronically. You may also contact your budget analyst or Linda Steinmann if you have questions on which measures to submit. **Only measures marked as OFM measures will be submitted to OFM**. However, you may record estimates for all measures including non-OFM measures. If this is the beginning of the biennium and you are submitting your performance measure estimates per the allotment instructions, skip to Lesson 2 – Step 3 to release data after completing. You will need to know Lesson 2 – Step 2 by October 31st in order to release your quarterly tracking per OFM requirements.

1. Select the following options on the **Record Filter** screen:
   a. Tracking Biennium – appropriate for the upcoming biennium
   b. Program – **Agency Level**
   c. Active Performance Measures – **Yes**
   d. Active Goal – **Yes**
   e. OFM Measure – **All**
   f. Goal – **All**
   g. Performance Measures – **All**

2. Click **Update/View PM Tracking Amounts**.



3. Select **View / Hide Actuals** then **View / Hide Last Measured** from the menu bar.

4. Enter the estimated measure for each performance measure in its respective quarterly column scrolling to the right. *Use only quarters 4 and 8 for annual performance measures.*

5. Select **File / Save Changes** from the menu bar.

6. Select **File / Exit to Reports** from the menu bar to go to the performance measure reports.

7. Select the **OFM Performance Progress – Agency File** report from the combo box.

8. Verify the report selects match the record filter selections selected in step 1.

9. Click **Generate Report**.

10. Click the printer icon to print the report.

11. Review report for accuracy, if changes are needed repeat step 4.

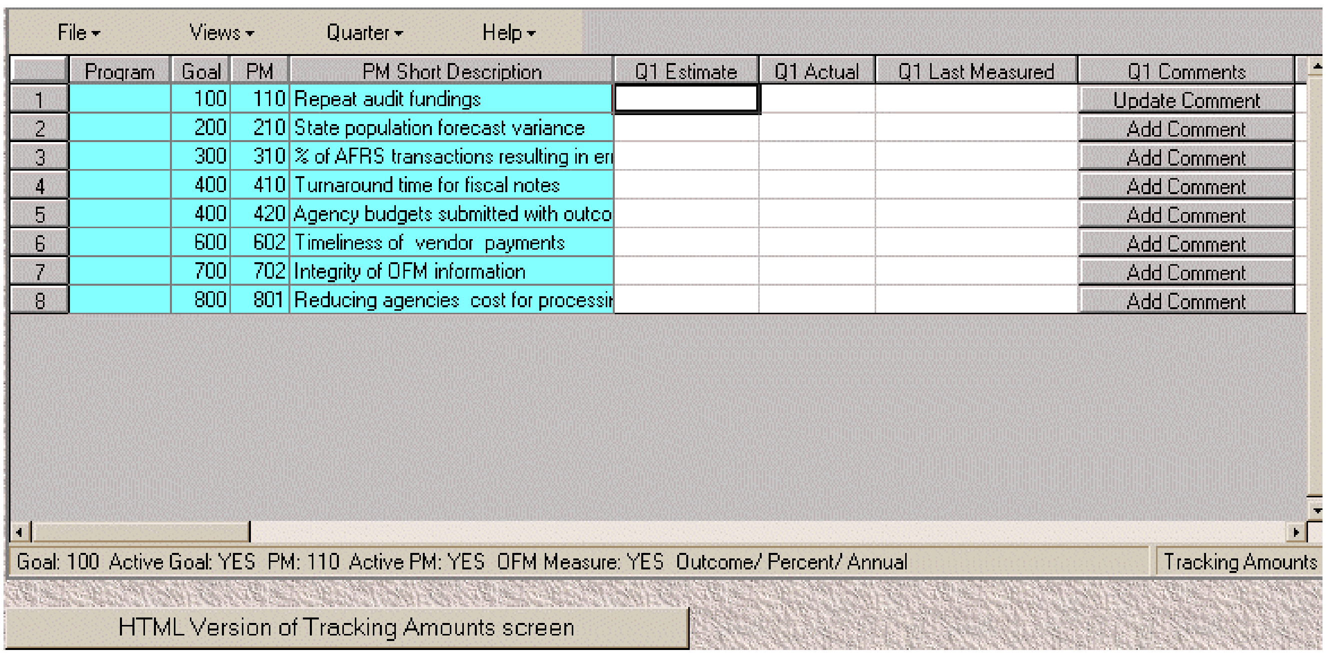
12. When complete and accurate click the **Record Filter** button to return to the first screen.

Lesson 2 – Step 2
Performance Measure Actuals and Reporting

This step will walk users through entering performance measure actuals. OFM only requires a quarterly updated to OFM measures for actual vs. estimates. The first quarter report will be due October 31st of each odd numbered year for July – September measures and each quarter, the end of month following the quarter there afterward.

1. Select the following options on the **Record Filter** screen:
   a. Tracking Biennium – appropriate for the upcoming biennium
   b. Program – **Agency Level**
   c. Active Performance Measures – **Yes**
   d. Active Goal – **Yes**
   e. OFM Measure – **All** *(may be Yes to only update OFM measures)*
   f. Goal – **All**
   g. Performance Measures – **All**

2. Click **Update/View PM Tracking Amounts**.



File Views Quarter Help

	Program	Goal	PM	PM Short Description	Q1 Estimate	Q1 Actual	Q1 Last Measured	Q1 Comments
1		100	110	Repeat audit fundings				Update Comment
2		200	210	State population forecast variance				Add Comment
3		300	310	% of AFRS transactions resulting in er				Add Comment
4		400	410	Turnaround time for fiscal notes				Add Comment
5		400	420	Agency budgets submitted with outco				Add Comment
6		600	602	Timeliness of vendor payments				Add Comment
7		700	702	Integrity of OFM information				Add Comment
8		800	801	Reducing agencies cost for processi				Add Comment

Goal: 100 Active Goal: YES PM: 110 Active PM: YES OFM Measure: YES Outcome/ Percent/ Annual | Tracking Amounts

HTML Version of Tracking Amounts screen

3. Enter the actual measure for each performance measure the appropriate quarterly column. Scroll to the right if necessary.

4. Select **File / Save Changes** from the menu bar.

5. Select **File / Exit to Reports** from the menu bar.

6. Select the **OFM Performance Progress – Agency File** report from the combo box.

7. Verify the report selects match the record filter selections selected in step 1.

8. Click **Generate Report**.

9. Click the printer icon to print the report.

10. Review report for accuracy, if changes are needed repeat step 3.

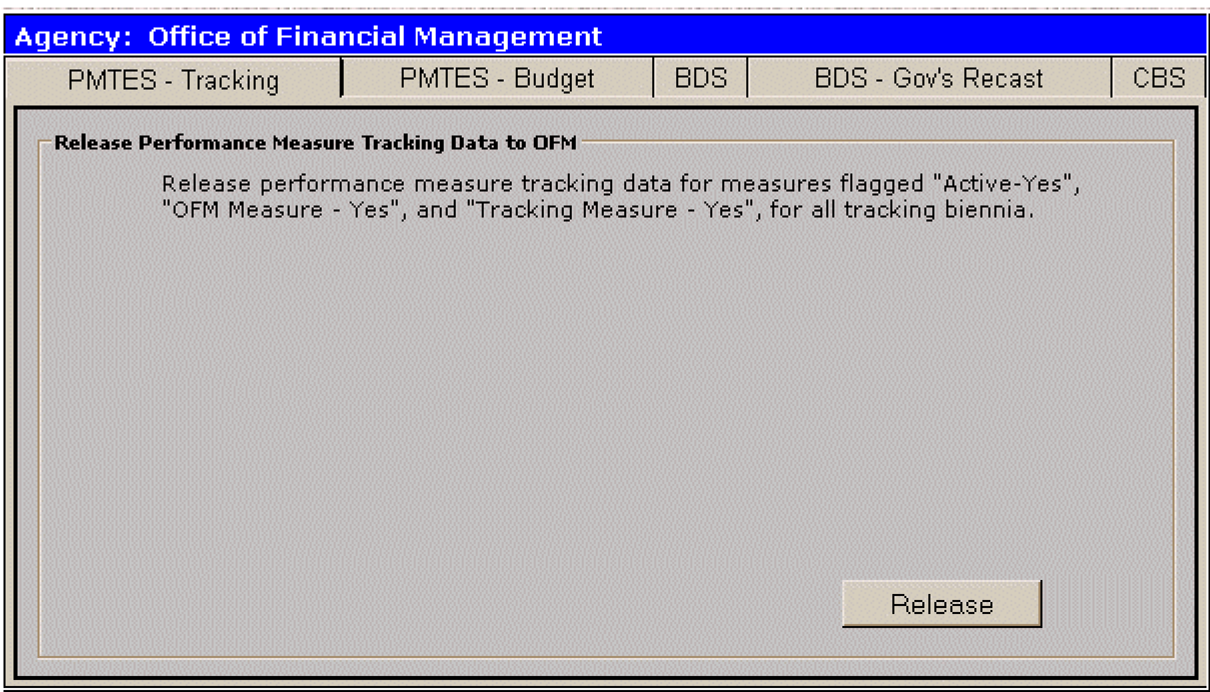
11. When complete and accurate click the **Record Filter** button to return to the first screen.

Lesson 2 – Step 3
Releasing Performance Data to OFM

OFM requires agencies to submit their performance measure tracking estimate and actuals quarterly electronically. Only measures marked as "OFM" measures are transmitted on the electronic release. The release process is the same for either submitting estimates at the beginning of the biennium or quarterly actuals. Security for the release function in BASS is granted separately from PMTES. If you do not have the Data Release option from the BASS main menu, you will likely need to find someone in your agency who does have access. The Agency Access Reports on the BASS main menu will guide you.

1. Click the **Main Menu** button to return to the BASS main menu.

2. Select the **Release Data to OFM Option**.



3. Click **Release**.

4. Click **Logout** on the next screen.

Congratulations, you have reached the end of this tutorial.

Tutorial Evaluation
PMTES Estimates & Tracking

	Strongly Disagree				Strongly Agree
This tutorial was helpful in getting me through the business processes	1	2	3	4	5
This tutorial was helpful in getting me through the system's technical processes	1	2	3	4	5
Additional training was not necessary given the structure and content of this tutorial	1	2	3	4	5
The steps of the tutorial successfully anticipated the special needs of my agency	1	2	3	4	5
The tutorial was clear, concise, and easy to understand	1	2	3	4	5
I did not need to request additional assistance to complete the business processes	1	2	3	4	5
It was easy to find answers to my specific question in this tutorial	1	2	3	4	5

The best feature of this tutorial is:____

The worst feature of this tutorial is:_______________________________________

I found errors (grammar, punctuation, spelling, conceptual, technical) on the following pages:

____

Other comments:____

____

____

Thank you for taking the time to complete this survey. This information will be used in revising this tutorial as well as developing future BASS tutorials. Please remit to:

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Or fax 360 586-3964